ANNUAL REPORT TO THE ACCREDITATION REVIEW COMMITTEE ON EDUCATION IN SURGICAL TECHNOLOGY

SECTION I
(Report Section I data from the last completed class)

Date _____

Data reported in SECTION I is for the class graduating _____
                                                                        (Month)   (Year)

Name of Program's Sponsoring Institution _____

Address _____

_____

_____

Institutional Accrediting Agencies:

Agency _____ **Last Accreditation Date** _____

Agency _____ **Last Accreditation Date** _____

Program Director _____

Phone Number _____ **E-Mail Address** _____

Fax Number _____

Administrative Officer of Sponsoring Institution _____

Length of Program in Months _____ **Next Academic Year** _____

Academic Breaks _____ _____ _____ _____

_____ _____ _____ _____

Degree or Certificate Awarded _____

Year end date(s) for the graduating class(es) following the submission of this report

1. _____ **3.** _____

2. _____ **4.** _____

Tuition and Fees for the Program _____

Have there been any changes in tuition and fees for the program? Yes _____   No _____

If so, describe the changes _____

_____

_____

_____

_____

Were any of the program's affiliated sites added or dropped during the past year?

If so, describe the changes _____

_____

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Curricular adequacy as compared to the Core Curriculum for Surgical Technology

The program shall demonstrate by comparison that the curriculum offered meets or exceeds the content demands of the latest edition of the Core Curriculum for Surgical Technology

Have there been any changes in the Program's curriculum that would affect compliance with this Core Indicator?

Yes _____ *No* _____

If so, list the changes _____

_____

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The Program shall demonstrate adequate support services to meet the demands of the Surgical Technology curriculum

Have there been any changes in the administrative, clerical, technological, or laboratory support for the Program's students? Yes _____ *No* _____

If so, describe the changes, and provide budget information in the table below.

_____

_____

_____

_____

Last Completed Academic Year

Supplies and Equipment	$
Capital Expenditures	$
Professional Development	$
Total Budget	$

1Year Prior to Last Academic Year

Supplies and Equipment	$
Capital Expenditures	$
Professional Development	$
Total Budget	$

2 Years Prior to Last Academic Year

Supplies and Equipment	$
Capital Expenditures	$
Professional Development	$
Total Budget	$

The program shall demonstrate adequate assessment and monitoring of competencies in all domains.

Have there been any changes in the mechanisms used for monitoring, assessing, and communicating with students concerning competencies in the three domains of learning   Yes _____   No _____

If so, describe the changes.

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The Program shall demonstrate adequate and consistent communication with the student concerning their standing in the Program.

Have there been any changes in the mechanisms used to communicate standing within the Program for individual students   Yes _____   No _____

If so, describe the changes _____

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Faculty must meet or exceed minimum standards established by the state and/or other institutional accrediting bodies.

Any person with instructional responsibilities in core surgical technology courses, or clinical instructors employed by the sponsoring institution, must have the credential of certified surgical technologist (CST), certified nurse-operating room (CNOR), or three years of current OR experience, in addition to institutional qualifications. Non-core courses must be taught appropriately qualified personnel.

The program shall demonstrate by comparison that all faculty meet or exceed the minimum qualifications established in this Standard.

Have there been any changes in faculty or preceptors for the Program? Yes _____   No _____

If so, describe the changes and include curriculum vitae with this report.

_____

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Access: Students are admitted to the Program in accordance with the policies and procedures established by the accredited sponsoring institution.

The Program shall demonstrate that its admission policies and procedures are followed and that they are non-discriminatory.

Have there been any changes in the admission process and procedures? Yes _____   No _____

If so, describe the changes _____

_____

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The Program shall demonstrate that it is admitting students at its intended levels and that this level meets local demand.

Have there been any changes in the student admissions target number or admissions rate?

Yes _____   No _____

If so, describe the changes, and attach to this report an official document verifying admissions numbers for each class admitted during the past year.

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Describe the strategy for monitoring community needs, and provide a statement of conclusions drawn from the monitoring for the previous year.

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Retention: Students continue in the Program at a rate deemed acceptable by the sponsoring institution, community, and/or other accrediting bodies.

> The Program shall demonstrate that student retention is maintained at a level appropriate to the institution and its mission and which meets any other legal or accreditation criteria.

Degree, Diploma, or Certificate attainment: Students obtain degrees, diplomas, or certificates from the Program at a level deemed acceptable by the sponsoring institution, community, and/or other accrediting bodies.

> The Program shall demonstrate that graduation levels are maintained at a level appropriate to the institution, community, and/or other accrediting bodies.

ARC-ST Benchmark   70   %

Results: (Last completed class) Data reported if for graduating class of: _____
month   year

   Admitted _____   Graduated _____   Graduation Rate _____%

   (1 class prior) graduating class of _____
month   year

   Admitted _____ Graduated _____   Graduation Rate _____%

   (2 classes prior) graduating class of _____
month   year

   Admitted _____ Graduated _____   Graduation Rate _____%

Analysis of the results _____

_____ _____

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Explain any significant changes from the historical record, and attach to this report verification of alignment or corrective actions (the Division Chair or Dean should provide a statement explaining what actions will be taken to bring retention levels into alignment).

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ARC-ST approved program assessment exam pass rate: Students demonstrate baseline ability at or above the established Standard

The Program shall demonstrate acceptable pass rates for the ARC-ST approved program assessment exam.

ARC-ST Benchmark _____75_____%

Results: (last completed class) Data reported is for the graduating class of _____

<div align="center">

month   year

</div>

Number of students who took exam _____ Number of students who passed exam _____

Pass Rate _____%

(1 class prior) graduating class of _____

<div align="center">

month   year

</div>

Number of students who took exam _____ Number of students who passed exam _____

Pass Rate _____ %

(2 classes prior) graduating class of _____

<div align="center">

month   year

</div>

Number of students who took exam _____ Number of students who passed exam _____

Pass Rate _____%

Analysis of the results: _____

_____

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Explain any significant changes from the historical record, and attach to this report verification of alignment or corrective actions (the Division Chair or Dean should provide a statement explaining what actions will be taken to bring pass rate levels into alignment).

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Response to Community Needs: The needs of the community are assessed on an on-going basis and a strategic plan is in place to meet these needs.

The Program shall demonstrate that community needs are assessed routinely.

The Program shall demonstrate that adjustments are made in the Program to meet community needs.

Describe how community needs are assessed (Advisory Committee and/or survey or focus group of other end users of the graduate product).

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*Have there been any significant changes in community needs within the past year? Yes _____   No _____
 If so, describe the changes, and submit a plan of action for addressing these new needs.*

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SECTION II
**(Section II data is collected within one year post graduation
to allow adequate time to implement and collect surveys.
Report Section II data from the class graduating <u>one year prior</u>
<u>to most recently completed class.</u>)**

PLACEMENT RATE IN THE WORKFORCE: Students obtain jobs (or continue in the educational system) at a level deemed acceptable by the sponsoring institution, community, and/or other accrediting bodies.

The Program shall demonstrate that job placement for graduates is maintained at a level appropriate to the institution and its mission in its service area (continued education is considered equivalent).

The ARC-ST recognizes that changes in the status of graduates may prevent placement in the field. Examples may include pregnancy, temporary medical conditions or surgery, personal problems or family issues, etc. Therefore, the formula for calculation of placement rate should be as follows:

ARC-ST Benchmark __80__ %

**(Graduates employed within 1 year of graduation + graduates continuing education)
÷ available graduates = % Placement**

Results: Data reported if for the graduating class of _____
                                                              month   year

Graduates employed within 1 year of graduation _____ + *graduates continuing education* _____
÷ available graduates _____ = *% Placement* _____

      (1 class prior) graduating class of _____
                                                  month   year

Graduates employed within 1 year of graduation _____ + *graduates continuing education* _____
÷ available graduates _____ = *% Placement* _____

      (2 classes prior) graduating class of _____
                                                  month   year

Graduates employed within 1 year of graduation _____ + *graduates continuing education* _____
÷ available graduates _____ = *% Placement* _____

Analysis of the results: _____

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Explain any significant changes from the historical record, and attach to this report verification of alignment or corrective actions (the Division Chair or Dean should provide a statement explaining what actions will be taken to bring employment levels into alignment).

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EMPLOYER SATISFACTION: Employers are satisfied with the graduates.

Employer satisfaction must be demonstrated for entry-level graduates within 9-12 months of graduation.

ARC-ST Minimum Standard:

- **At least 50% of the employers will return surveys.**
- **Of the surveys returned, at least 85% will be satisfactory.**

Results: Data reported is for the graduating class of _____
                                                                                 month   year

Employer rating _____%   *Survey Return* _____%
(% of employers that rate graduates 3 or greater on a 5 point scale)

(1 class prior) graduating class of _____
                                                          month   year

Employer rating _____%   *Survey Return* _____%
(% of employers that rate graduates 3 or greater on a 5 point scale)

(2 classes prior) graduating class of _____
<div align="center">*month*   *year*</div>

Employer rating _____%   *Survey Return* _____%
(% of employers that rate graduates 3 or greater on a 5 point scale)

Analysis of the results: _____

_____

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Explain any significant changes from the historical record, and attach to this report verification of alignment or corrective actions (the Division Chair or Dean should provide a statement explaining what actions will be taken to bring employment satisfaction levels into alignment).

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GRADUATE SATISFACTION: Graduates are satisfied with the program.

Graduate satisfaction with the program must be demonstrated within 6 months.

ARC-ST Minimum Standard: **:**

- **At least 50% of the graduates will return surveys.**
- **Of the surveys returned, at least 85% will be satisfactory.**

Results: Data reported is for the graduating class of _____

<div align="center">

month   year

</div>

     Graduate rating _____*%*   *Survey Return* _____*%*
     (% of graduates that rate the program 3 or greater on a 5 point scale)

     (1 class prior) graduating class of _____

<div align="center">

month   year

</div>

     Graduate rating _____*%*   *Survey Return* _____*%*
     (% of graduates that rate the program 3 or greater on a 5 point scale)

     (2 classes prior) graduating class of _____

<div align="center">

month   year

</div>

     Graduate rating _____*%*   *Survey Return* _____*%*
     (% of graduates that rate the program 3 or greater on a 5 point scale)

Analysis of the results: _____

_____

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 Explain any significant changes from the historical record, and attach to this report verification of alignment or corrective actions (the Division Chair or Dean should provide a statement explaining what actions will be taken to bring employment satisfaction levels into alignment).

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Program Director's Signature

_____

Date